



Candidate Brief

stephen perse
foundation

Head of Design Engineering

Employment status

Full Time, Permanent

Required from

September 2021

Job location

Senior School

Application closing date

26 February 2021

Welcome from the Principal



I am immensely excited to have been appointed as the Principal of the Stephen Perse Foundation and am really looking forward to leading the Foundation in the years ahead. I am excited because all of the evidence I have seen tells me that the Foundation is superbly well placed, both to meet the challenges, and to seize the opportunities, presented by its future as a leader in modern independent education.

Any school, indeed any group of schools, is only as strong as its people. The Stephen Perse Foundation boasts exceptional people across all of its schools and nurseries, and invests in their recruitment, development and empowerment to ensure its pupils benefit from excellent role modelling, outstanding support and exceptional teaching. As incoming Principal, I realise the central importance of continuing this investment.

At the Stephen Perse Foundation, all are united in embracing the modern world and in seeking to help our pupils to find and take their place in it, as confident, socially responsible adults. We seek to attract people who are inspired by this challenge, people who share the Foundation's values, people who are passionate about our collective vision of developing the change makers of the future.

Richard Girvan
Principal



Work in the heart of Cambridge

Welcome to our vibrant Foundation of schools across Cambridge, Maddingley and Saffron Walden, where we achieve outstanding results because we value individuality.

Cambridge is one of the most famous cities in the world for education and forward thinking. It is a city of ideas – and is home to some of the greatest thinkers in the world – past and present. We believe that learning is everywhere and our surrounding area provides a wealth of inspiration and opportunities to learn.

At the Senior School and Sixth Form, you will work within walking distance of Cambridge city centre, Cambridge University Colleges, world renowned museums, galleries and the University Botanic Garden.



The Design Engineering Department

The main Design Engineering department is based at the senior school in the STEM building. The main resources include 3 fully equipped mixed materials workshops. Lessons are taught from KS 3 -5 and a full curriculum of exciting designing and making activities is taught by four teachers and supported by three technicians. The department also offers many clubs and extracurricular activities to enhance learning opportunities. At present we offer GCSEs in DT and 3D Design, and A level DT.

Your role as a Leader

As a Head of Department, you will play a pivotal role in ensuring that the Stephen Perse Foundation continues to be an exceptional place to learn. You will act as a bridge between the senior team and your colleagues in the department, translating the big picture into the day-to-day reality of school life and influencing policy.

As a leader of teaching and learning, you will be a role model for your colleagues and will represent the department at Head of Department meetings chaired by the Deputy Head Academic.



Specific responsibilities

Responsible to: Deputy Head Academic

Location: Senior School & Sixth Form

Main Responsibilities

Teaching and Learning

- Leading the development of teaching and learning in your curriculum area
- Planning, implementing and reviewing the curriculum within the framework of school policy
- Producing and reviewing the DE Departmental Action Plan and contributing to strategic planning as required
- Keeping under review and reporting developments within the subject and strategies for teaching and learning
- Ensuring that the assessment of pupils is regular, appropriate and thorough and that departmental and whole school policies are followed for reporting and recording the progress and attainment of pupils
- Organising setting and grouping arrangements as appropriate
- Liaising with the SENCO and supporting the DE Department with strategies and advising on access arrangements
- Overseeing and monitoring the marking and moderation of assessments and coursework for public examinations across the DE Department
- Reviewing internal and external examination results & submitting exam feedback
- Producing information and contributing to guidance to enable students to make informed option choices
- Promoting the work of the DE department at public occasions as appropriate and via suitable publications, the website and social media platforms
- Developing and maintaining links with our Prep schools to ensure progression
- Contributing to cross-curricular learning
- Promoting the subject and enhancing the delivery of the curriculum through expeditions and extra-curricular and enrichment activities
- Encouraging the sharing of good practice and events through the school twitter feed
- Leading the department's work in developing suitable learning resources, including digital resources
- Analysing benchmark test results and the use of tracking data to inform teaching and learning
- Dealing with disciplinary problems that may arise and liaising with year staff and parents as appropriate in relation to any classroom management concerns within the department
- Contributing to entrance and selection procedures for Senior School and Sixth Form admissions, according to agreed procedures including the provision of test papers, collaboration and interpretation of results and interviewing - liaising the subject with the families to ascertain the most suitable choices for the individual student
- Promoting CPD opportunities and events for members of the Department to take part in and to share afterwards with the rest of the department
- Promoting links with Alumni and encouraging events with speakers in relation to DE
- Sharing opportunities to study DE with the Guidance Team and supporting in finding suitable interview experiences

Leading a team

- Working with the department to monitor the work and progress of pupils and liaising with year staff and parents as appropriate.
- Holding weekly departmental meetings, with agenda and minutes, with all the DE teachers when appropriate
- Overseeing monitoring procedures in the DE department: sampling marking, lesson observation, and other agreed procedures
- Overseeing the induction, training, appraisal and professional development of members of staff in the department
- Ensuring that the team of staff functions successfully by supporting and consulting staff and by managing the performance of staff within the framework of school policies and procedures and in liaison with members of senior staff

- Advising on the deployment of staff and the allocation of curriculum time for the construction of the timetable
- Representing the whole DE department at Heads of Department meetings and elsewhere, and keeping staff informed of developments in the School
- Advising members of the Senior Leadership Team and presenting a vision and strategy for the department as required
- Assisting in the selection and appointment of new staff
- Supervising the work of any temporary or supply staff within the department

General administration

- Producing and updating annually a DE department handbook including departmental policies and schemes of work
- Preparing an annual budget for resources, equipment and other teaching materials, ordering and accounting for spending
- Organising and checking public examination entries with the Examinations Officer
- Ensuring that stock and equipment are stored, cared for and used appropriately
- Providing an up to date Health and safety policy and risk assessments for all workshops and Schemes of work, including CLEAPSS and staff training

Wellbeing

- Encouraging participation, delegation, constructive feedback, mentoring and/or coaching
- Motivating and supporting your staff to develop their performance and job satisfaction
- Using leadership styles and practices that help to support the mental wellbeing of your staff
- Discussing strategies to manage work based pressure/stress or external pressures and involving others where appropriate
- Identifying and responding with sensitivity to the emotional concerns of staff, and symptoms of mental health issues
- Signposting a member of staff to sources of help and support within the Foundations system where there are concerns for their mental health and wellbeing

General responsibilities

- Act as an excellent ambassador for the Foundation at all times.
- Undertake other duties as agreed with the leadership team.
- Build and maintain good working relationships with all Foundation colleagues.
- Assist as necessary in other Foundation areas at peak times.
- Work at all times towards the aims and goals of the Foundation and any individual objectives and targets you may have agreed.
- Proactively identify areas for improvements within the Foundation.
- Actively promote the Foundation's Equal Opportunities Policy, encouraging staff awareness and participation in all areas.
- Act in accordance with the Data Protection principles at all times.
- Adhere at all times to Foundation operational and employment policies and procedures.
- Take care of your own health and safety and that of people who may be affected by what you do (or do not do).
- Cooperate with others on health and safety, and not interfere with, or misuse, anything provided for your health, safety or welfare.
- Follow the training you have received when using any work items the Foundation has provided.
- Adhere to the Foundation's Privacy Notice and ensure private and confidential data is kept secure and disposed of in the appropriate manner.

This job description is not necessarily comprehensive and the position holder will be required to carry out such other duties as may be reasonably required within the general scope and level of the post.

Safeguarding and welfare of children

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the Foundation's Safeguarding and Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the role-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, s/he must report any concerns to the School's Designated Person or the Foundation's Designated Safeguarding Lead.

All employees of the Foundation adhere to the Safer Working Practices guidance and all teaching staff are required to adhere to the Teaching Standards which can be found on the [government website](#).

Terms and conditions

All appointments for the Stephen Perse Foundation are subject to satisfactory reference and DBS (Disclosure and Barring Service) checks, proof of identity and eligibility to work in the UK, completion of a medical questionnaire and proof of qualifications.

Salary guide

The Stephen Perse Foundation has its own competitive salary scale.

Hours of work

Full time, permanent

Person specification

	Essential	Desirable	Method
Qualifications	<p>Good Honours Degree or equivalent in a Design related discipline</p> <p>Strong academic credentials</p>	PGCE or equivalent	<p>Application Form</p> <p>Applicant's certificates at interview</p>
Knowledge & Experience	<p>Ability to teach Design and D&T to the highest level (A Level, Oxbridge preparation)</p> <p>Some experience of team management</p> <p>High quality written communication skills</p> <p>Work as part of a team and on own initiative</p> <p>Keep abreast of curriculum developments relating to the teaching of Design</p>	<p>Knowledge of related university courses such as Architecture, Engineering etc.</p> <p>Experience of middle leadership</p> <p>A broad range of teaching experience</p> <p>Experience of iPads and Google Drive</p>	Application Form
Skills & Aptitudes	<p>Motivate staff</p> <p>Motivate and engage with students</p> <p>Work effectively under pressure</p> <p>Competent administrator</p> <p>Play an active role in all activities which the Department participates</p> <p>Take the initiative for new ventures and the responsibility for a selection of activities</p>		Interview
Personal Attributes	<p>Professionalism and integrity</p> <p>Dedication and enthusiasm</p> <p>Energy and resilience</p> <p>Approachability</p> <p>Organisational skills</p> <p>Flexibility</p> <p>Interpersonal skills</p>		Interview

Benefits

With excellent benefits and a stimulating environment in the heart of the city, the Stephen Perse Foundation is a great place to work

- Contributory pension scheme (Teachers' Pension Scheme)
- Salary sacrifice tech and cycle to work schemes
- Season ticket loan/Discount on train travel
- Free lunch and refreshments provided
- Accommodation available to staff in central Cambridge (rent includes all bills)
- Annual flu immunisation
- CPD programme
- Leadership and management development programme
- Many of the sites offer covered bike parking
- Free access to the University Botanic Garden
- Opportunity to be involved with projects across the Foundation
- Private health and dental plan subscriptions (pro rata for part time)
- A staff discount on School Fees of 25% (after 2 years service and pro rata for part time) should staff have a child at any school (excluding nursery) within the Foundation





Application process

Please apply directly through our online recruitment portal at www.stephenperse.com/recruitment

We are unable to accept CVs.

The closing date for applications is **26 February 2021.**

Interviews will take place week commencing **1 March 2021.**

Invitation to interview and recruitment arrangements

The Foundation is committed to safeguarding and promoting the welfare of its pupils. The Foundation has a statutory duty to apply for DBS clearance and shall ask the successful candidate to complete an online form which must be cleared before the applicant can commence work. Such checks may take up to 8 weeks to complete.

The Foundation has a legal responsibility to ensure that all its employees have the legal right to live and work in the UK. Therefore, you will need to provide original documents verifying that you are eligible to work in the UK to the interview. Details of these will be provided in the invitation to interview.

All candidates invited to interview must bring the original documents confirming any educational and professional qualifications that are necessary or relevant for the post.

Prior to interview please ensure that you are familiar with the [SPF teaching and learning policy](#).

Privacy Notice

Please see our privacy policy which is available on the recruitment portal. www.stephenperse.com/recruitment



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foundation